2018-2019 HOUSING ADJUSTMENT FORM

Name: Last  
First  
UID#

Please complete this form and submit the requested supporting documentation if applicable.

*Requests must be submitted at least two (2) weeks prior to end of enrollment period/term.*

☐ The Housing status currently used by the Financial Aid & Scholarships Office is incorrect. (See Sec. A)

☐ Mid-Quarter/Year change to housing status as of (term/date) ___________________. (See Sec. A)

☐ I am a single parenting-student, my rent is $___________. (See Sec. B & C)

☐ I want to request an increase to cover a higher rent cost that is allowed in the standard budget. (See Sec A)

Standard Budget Used

| Undergraduate: Off Campus $8454 Academic year ($939 monthly) | On Campus $14,649 Academic Year ($1,628 monthly) |
| Graduate : Off Campus $11,917 Academic Year ($1,324 monthly) |   |

We will allow a maximum of $200 per month for rent cost that exceed the standard allowance.** Rent add-on will be funded with loans. Federal regulations require that all loans offered must be divided equally across all quarters of enrollment.

SECTION A: Change in Housing Status (Check One)

From  ☐ On–Campus ☐ Off-Campus ☐ Commuter  To  ☐ On–Campus ☐ Off-Campus ☐ Commuter

Definition and Instructions

On-campus (residence halls, residential plazas or residential suites only): Please submit a signed copy of your Housing Offer letter or your Notice of Acceptance letter. DO NOT COMPLETE SECTIONS B OR C OF THIS FORM.

Off-campus (apartment, university owned apartment, fraternity/sorority, co-op): Please refer to section B and C.

Commuter (living with parents or relatives): If you check commuter status, no further documentation is required with this form. Do not mark commuter if you are living with your children and/or spouse, INDICATE OFF-CAMPUS.

STAFF:  Student on Housing Report Y:____ N:____ Status (Circle One): ON/OFF_Amt $__________ STAFF Initials________

SECTION B: Proof of payment

- Cleared rent check (front and back copy) via bank account made out to landlord, rental company or a roommate whose name appears on the lease, or
- Copies of Money Orders or Cashier’s Checks that specify both purchaser and payee. NO CASH RECEIPTS
- If rent is paid with cash, copies of bank statements reflecting rent payment for at least two (2) months
- Electronic Transfer Payment applications such as Venmo/CASH/Apple Cash/etc. must be accompanied by bank statement with a clear indication of the transaction.

** Note: If you pay your portion of rent to your roommate, you must submit (in addition to your rent payment) proof of your roommates’ rent payment to the landlord/rental company.**
**SECTION C: Housing Contract/Lease Information (Check One)**

- **CURRENT LEASE AGREEMENT** listing all tenants and valid signature page with your name for the 2018-19 academic year.

- **SUBLEASE** with your name and the original lease contract for the 2018-19 academic year.

- **SIGNED HOUSING CONTRACT**: for fraternities, sororities, University owned apartments or co-ops with your name for the 2018-19 academic year.

**If you are unable to provide a lease agreement or housing contract, please have your roommate or landlord complete the section below.**

**Note:** If your roommate is completing this section, you must also submit a copy of your roommate’s lease agreement.

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I, _____________________________________________________________________________,

Name of Roommate or Landlord *(Circle to indicate who)*

declare that _____________________________________________________________________________,

Student Name

resides at _______________________________________________________________________________,

Street  Apartment Number  City  State  Zip Code

and pays $_____________________ per month for rent.

The terms of residency are:  

- _____ month to month  
  Month Day Year  to  Month Day Year

- _____ long-term: from  
  Month Day Year  to  Month Day Year

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Landlord’s Email __________________

Landlord’s Phone __________________

Best times to call __________________

Send all documentation to:  
UCLA Financial Aid and Scholarships  
A-129J Murphy Hall  
Box 951435  
Los Angeles, CA 90095-1435  
Phone: 310-206-0400

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Student Signature ___________________________  Date ___________________________